

Chief, Administrative Staff

15 May 1958

Chief, Economic Research Area

Budget Submittal - Fiscal Years 1959 and 1960

1. Attached, in accordance with your memorandum of 1 May 1958, are budget estimates for Allotment Accounts 8-5703-20 and 8-5731-40. Also attached are budget estimates and detailed budget justifications for the four ERA Divisions (Allotment Accounts 8-5704-20, 8-5705-20, 8-5706-20, and 8-5707-20). The budget materials submitted by the Divisions have been reviewed by this office.

2. With respect to Allotment Account 8-5703-20 for the Office of Chief/E and the three staffs, the following explanations and justifications are submitted:

a. Object Class 01 - The Panel of Consultants who reviewed the ERA research program this year recommended the establishment of a rotating advisory council of academic and business economists who would meet periodically to review portions of the program or specific ORR reports. We plan to have this council in operation during Fiscal Year 1959. Accordingly, it is requested that funds be provided in the budgets for Fiscal Years 1959 and 1960 to bring four to six persons from various parts of the country to Washington three times during the year for a stay of three to four days. We cannot determine at this time how many of these persons will be from among those already cleared and for whom funds presumably have been provided in the budget. With respect to overtime, St/PB expects to work about the same amount of overtime during Fiscal Years 1959 and 1960 as was worked in Fiscal Year 1958. St/CS expects that overtime requirements will increase somewhat, due to activities in connection with the Current Intelligence Bulletin.

b. Object Class 02 - Two recruiting trips are planned for Fiscal Year 1959, one to Washington, Oregon and California, the other to New England, New York, and New Jersey: the duration of each trip will be approximately three weeks. In addition, we plan to make three trips of approximately two weeks each to visit academic institutions, principally in the East and the Middle West. The purpose of these trips is to establish and maintain professional contacts between ORR and academic economists. As you know, the panel of consultants who reviewed ERA's research program this year recommended that greater efforts be made to promote such professional contacts, not only for recruiting purposes, but also to foster interest in and understanding of ORR's work by influential outside persons. It is anticipated that about the same level of domestic travel would be maintained in Fiscal Year 1960, and for essentially the same purposes as in Fiscal Year 1959.

c. Object Class 07 - Item three of this category (other contractual services) may be computed by St/A on the basis of past experience, since no unusual requirements are foreseen.

25X1A1a

d. Object Class 08 - It is recommended that [REDACTED] be budgeted for special supplies and materials in each of Fiscal Years 1959 and 1960. This category includes acetate fiber tape, draftint, eraser sticks, special graph paper, Autostat fluid, Flexiline books and strips, and other miscellaneous supplies used in the routine operations of this office.

e. Object Class 09 - It is requested that funds be provided for the purchase of one IBM electromatic typewriter, 20-inch carriage with carbon ribbon attachment, for St/PB in each of Fiscal Years 1959 and 1960. It is also requested that a contingency item of [REDACTED] be included for each year to cover replacement of any of the electric typewriters now assigned to this office and staffs.

25X1A1a

f. Unvouchered Funds - Foreign travel plans for the Office of Chief/E and Staffs for Fiscal Year 1959 consist of: one area familiarization trip by Chief St/PB of four weeks' duration to [REDACTED] one area familiarization trip by a member of St/CS to the Near East and North Africa; and one trip by Chief/E to attend an [REDACTED] in November 1958. The trip of Chief/E will last about six weeks and will include visits to [REDACTED] A one-week trip [REDACTED] is also contemplated in Fiscal Year 1959, and it is proposed to send one member of St/CS to [REDACTED] attend the [REDACTED] in the Spring of 1959. The level of foreign travel in Fiscal Year 1960 will be about the same as in Fiscal Year 1959.

25X1A6a

25X1A6a

25X1A6a

25X1A6a

Distribution:

Orig. & 1 - Addressee  
2 - O/Ch/E  
2 - St/PR

25X1A9a